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(CLASSIFICATION)

Executive Registry  
63-9246

## OFFICE OF THE DIRECTOR

Action Memorandum No. A-335Date 16 December 1963A  
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TO : Deputy Director/Support

SUBJECT : Referral to the Executive Director-Comptroller of Certain  
Categories of Requests for Support

REFERENCE:

1. I am concerned that occasionally the DD/S receives requirements for support which disrupt the orderly planning and management of the Agency support units. I recognize that some of these requirements are necessary and cannot be foreseen. However, there are requirements placed which have not been fully thought out as regards how their fulfillment will affect other equally important Agency activities.

2. In order that such requirements can be reviewed in the light of their effect on the total Agency management, I would like you to refer to me, along with your comments and recommendations, all requests for support:

- a. Which involve more than twenty-five thousand dollars.
- b. Which would involve sizeable resources of a type not previously required.
- c. Where it appears to you that there will be management complications or establish precedents we may regret.

3. If you wish to redefine or sharpen the categories of requests listed above so that the intent of this memorandum can be more efficiently met, please advise me.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick  
Executive Director-Comptroller

SUSPENSE DATE:

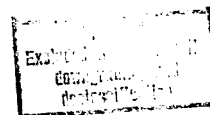
cc: DDCI

O/ExecDir rk

Orig &amp; 1 - Adse; 1 - ExecDir; 1 - ER; 1 - OAD

(CLASSIFICATION)

1 - John. Clarke



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